

**Adams County Health & Human Services and
Veterans Service Board Meeting Minutes
Health & Human Services Building – January 9, 2017**

1. The Adams County Health & Human Services and Veterans Services Board meeting was called to order by Chairman, Jack Allen at 4:02 p.m.
2. **Roll Call of Board Members:** Present: Jack Allen, Robert Grabarski, Teresa Harvey-Beversdorf, Fran Dehmlow, Marge Edwards, Scott Colburn and Peter Hickethier. Absent excused: Deb Johnson-Schuh

Health & Human Services Staff Present: Kelly Oleson, Sarah Grosshuesch, Wendy Pierce, Kay Saarinen-Barr, Erin Schiferl, Diane Osborn, Cindi Flynn, Donna Richards and Ruth Horndasch. Absent excused: Sherrie Manning

Veterans Services Staff Present: Steve Dykes

Also in attendance: Michelle Olson, TMG Associate Director of Area ICA Operations

3. **Was the meeting properly noticed?** Yes
4. **Approval of Agenda** – Motion was made to approve the January 9, 2017 Health & Human Services & Veterans Service Board Meeting agenda moving item #8 up on the agenda to item #4 by Hickethier/Colburn. Motion carried by UVV.
5. **Approval of Minutes – December 12, 2016 Health and Human Services & Veterans Services Meeting Minutes**– A motion was made to approve the December 12, 2016 Health & Human Services & Veterans Services Meeting Minutes by Grabarski/Colburn. Motion carried by UVV.
6. **Public Comment** – None
7. **Correspondence** – Public Health Officer Grosshuesch reminded Board Members that they are invited to attend the Public Health Level III 140 Review on Thursday, January 12, 2017 from 9:00am – 12:00pm at the Health & Human Services building in the RCH Room. Board Members Allen, Colburn and Hickethier expressed interest in attending.
8. **Announcements** – None

Veterans Services

1. **Veterans Services Officer's Report December 2016.** A written report was submitted to the Board prior to the meeting. Veterans Services Officer Dykes reviewed his report for the Board. Supervisor Grabarski asked who the 8 members attending the I-Team Meeting were. Officer Dykes stated that they were stakeholders in the community.
2. **Review and approval of December 2016 Veterans Services Vouchers and Financial Report.** Veterans Services Officer Dykes asked the Board if they had any questions concerning the financial report. Board members did not have any questions. A motion was made by Colburn/Hickethier to approve the Veterans Services vouchers and financial report for December 2016. Motion carried by UVV.

Veterans Services Officer Dykes was excused at 4:08 p.m.

Health & Human Services

New Business:

1. **Review November 2016 Health & Human Services Financial Report.** Supervisor Allen asked the Board if they had any questions concerning the HHS Financial Report. Supervisor Colburn asked Behavioral Health Manager Saarinen-Barr if hospitalizations have increased. Saarinen-Barr stated that they have been steady and a full picture of the year will be included in the February Board Report.
2. **Review & Approval November 2016 Health & Human Services Vouchers.** Director Oleson asked the Board if they had any questions concerning the voucher report. Board Members did not have any questions. A motion was made to approve the November 2016 Health & Human Services Vouchers by Hickethier/Grabarski. Motion carried by UVV.
3. **Director's Report & Manager Narratives.** A written report was submitted to the HHS Board prior to the meeting. Director Oleson added that the department is continuing to work on creating UGG policies and procedures. Fiscal Manager Pierce has been working toward completing the requirements and drafting policy. Oleson provided a small overview of the department's draft UGG policy and form that is being used by the HHS Department. Superintendent Grabarski asked how many grants HHS has. Pierce stated that there are between 40 and 50 grants.


Division Updates – Management members did not have anything to add to their reports. Supervisor Colburn asked Fiscal Manager Pierce for an update concerning scanning in ECHO. Pierce reported that MIS Manager McGee has completed her mapping portion and now ECHO needs to complete the process of how to attach documents to the client charts. Pierce is hopeful that the process will be fully functional soon. October billing is complete in ECHO and the billers are working on November. Additionally, payments are coming in.

Supervisor Colburn asked Economic Support Manager Flynn how fraud is caught. Flynn explained that Wage Match is used to catch unreported income or errors in income. When Social Security amounts do not match what is reported it sends an alert to be reviewed. Supervisor Colburn asked Fiscal Manager Pierce why Youth Aids is over budget. Pierce stated that the department is now under the amount claimed and the full amount should be used.

- 8. Public Health: Presentation and Approval of the Adams County Community Health Needs Assessment.** Public Health Officer Grosshuesch presented the Board with an overview of the health of the 6 counties in the Central WI Healthcare Partnership (CWHP) which include Adams, Green Lake, Juneau, Marquette, Waupaca and Waushara. The needs assessment report provides the CWHP with opportunities to share, learn and explore best practices that will improve health outcomes in our rural communities. Grosshuesch highlighted where Adams County fell in regards to the other counties in CWHP and across Wisconsin. The 2 areas of assessment were Health Outcomes and Health Factors. Health Outcomes include length of life and quality of life. Health factors include health behaviors (tobacco use, diet & exercise, alcohol & drug use and sexual activity), clinical care (access to care & quality of care), social & economic factors (education, employment, income, family & social support and community safety) and physical environment (air & water quality and housing & transit). Criteria to prioritize was established and ranked in order of priority for each county. Adams County priorities are Access to Care, Employment, AODA, Mental Health and Physical Activity. From the priority list, Adams County will focus on AODA, Mental Health and Nutrition & Physical Activity. Grosshuesch outlined the strengths and challenges to improving this priorities. Grosshuesch will inform the Board with progress updates as they are realized. Board members asked general questions about the findings. A motion was made to approve the Adams County Community Health Needs Assessment by Hickethier/Colburn. Motion carried by UVV.
- 4. Administration: Update on the security system at Health & Human Services.** Director Oleson reported that the Behavioral Health division has received their fobs and will be filling out timecards and using the Skyward payroll system for this pay period and will go live with the Skyward system with the next pay period. All HHS divisions will be using the Skyward fob system exclusively starting January 23, 2017.
- 5. Administration: Update on electronic health record (ECHO) implementation.** Director Oleson and Fiscal Manager Pierce reported that billing through October 2016 is complete and hopeful that billing staff will complete billing through December 2016 and collect revenues from primary billing sources before the books are closed at the end of February 2017. The PPS data was tested and important client data was pulled over into ECHO. The mapping for scanning into ECHO was completed by MIS Manager McGee but the department is still waiting on ECHO for next steps on how to import the data from the scans into client files.

6. **Administration: Overview of the 2015 WIMCR Report.** Fiscal Manager Pierce reviewed the Wisconsin Medicaid Cost Reporting (WIMCR) and Community Aids Adjustment Financial Reporting documents for Fiscal 2015 that were included in the Board Packet. Pierce answered general questions from the Board.
7. **Long Term Support: Overview of Family Care Transition & remaining Long Term Support Programs.** Director Oleson and Long Term Support Manager Osborn reviewed the PowerPoint presentation concerning the Family Care Transition and proposed remaining Long Term Support programs. During the 4th quarter of 2017 the Family Care transition is planned to take place in Adams County. The 118 consumers who will be affected by the transition will receive options counseling detailing the 2 options for care available which are Managed Care Organizations (MCO's) or IRIS (Include, Respect I Self-Direct). Buy-in for Family Care for 2017 is not required. In 2018, the payment will include a prorated fee for 2017 and all of 2018. Osborn reviewed what Long Term Support program changes will take place and the future staffing projections expected after the transition into Family Care. Olsen will keep this item on the agenda to provide updates to the Board as they are received.
9. **Next Regular Meeting Date** – Monday, February 13, 2017 @ 4:00 p.m.
10. **Adjournment:** Motion to adjourn at 6:03p.m. by Hickethier/Colburn. Motion carried by UVV.

*These minutes have been approved by the committee.
Minutes respectfully submitted by Ruth Horndasch.*



Jack Allen – Chair



Ruth Horndasch – Recording Secretary